

**SECAUCUS PUBLIC LIBRARY AND BUSINESS RESOURCE CENTER
1379 PATERSON PLANK ROAD
SECAUCUS, NEW JERSEY 07094**

MEETING ROOM GUIDELINES

The Secaucus Public Library and Business Resource Center offers the use of its meeting rooms to organizations for meetings that have community participants. Library activities and functions have priority. Permission to use a meeting room does not imply endorsement of any organization using the room.

The Secaucus Public Library and Business Resource Center shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the premises. Further, certificates of insurance naming the Library as an additional insured may be required.

The sponsoring group/organization will be responsible for the provision of any specific non-facility A.D.A. required accommodation, e.g. facilities for the hearing impaired.

Hours

All meeting shall be held between the following hours:

Monday – Friday	9:00 am - 8:45 pm
Saturday	9:00 am - 3:45 pm
Sunday	12:00 pm – 3:45 pm

Capacity

1. Maximum seating capacity with all chairs set up in rows is 100.
2. Comfortable seating with chairs at tables is 60, 6 seats at 10 tables.

Reservations

1. The meeting room may be scheduled for no more than six months in advance. Meeting rooms cannot be reserved by any one organization on a weekly basis. A “special use” permit will be considered to allow for limited consecutive weekly dates.
2. Approved reservations will be accepted on a first-come, first-serve basis as indicated above, upon receipt of the completed application and payment. The Library shall be notified of cancellations at least 10 days before the scheduled meeting for rental organizations to receive a refund.
3. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
4. No admission charges, collections, tuition, sales (except for regular club dues) or other money-raising activities may be attached to the meeting room, unless approved by the Board of Trustees. Groups may charge attendees for the actual costs of the program, or accept voluntary donations for a charitable or educational cause.

Regulations

1. No organization or group shall use the Library as its official address, except the Library Board of Trustees and the Friends of the Secaucus Public Library. Storage of goods by organizations meeting at the Library cannot be accommodated.

**Secaucus Public Library and Business Resource Center Meeting Room Guidelines
continued....**

2. Groups with members under 18 years of age must have an adult sponsor, who in turn must be present at the meeting.
3. Failure to abide by these rules may result in cancellation or refusal of future reservations.
4. The kitchen is available for light refreshment service only.

Conduct

1. The conduct of meetings will be respectable and well governed.
2. Excessive noise or use of hazardous materials is prohibited.
3. Smoking and use of alcoholic beverages are not permitted.
4. All groups are responsible for any damages to the meeting areas.
5. All groups are expected to leave the room clean and as they found it. An additional custodial maintenance fee will be assessed to any groups who fail to leave the facility in satisfactory condition.

Fee Schedule

Full payment is required at time of application. The date will be considered open until payment is received. Please make checks payable to the Secaucus Public Library.

The fee to be paid for the use of the meeting room will be established according to the classification of organization and the selected meeting area. The meeting room is rented for a two- hour minimum. Please refer to the chart below:

<u>CLASS</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>TIME INCREMENT</u>
A	Library functions	No charge	
B	Official Secaucus Agencies, Boards and Committees	No charge	
C	Secaucus-based non-profit (tax-exempt organizations)	No charge	
D	Other non-profit (tax-exempt) Organizations	\$50.00 \$ 25.00	first 2 hours each additional hour
E	All other meetings	\$100.00 \$ 50.00	first 2 hours each additional hour

REFUNDABLE \$50.00 SECURITY DEPOSIT REQUIRED FOR ALL MEETINGS

OPTIONS:

Additional fees are charged for use of options, per rental:

Kitchen	\$ 35.00
Microphone System	\$ 20.00
Projection System	\$ 25.00
Piano	\$ 50.00
TV	\$ 35.00

Approved by the Secaucus Public Library and Business Resource Center Board of Trustees
May 2003